



YVCOG EXECUTIVE COMMITTEE AGENDA

Monday, March 19, 2018
1:30 p.m.

The 300 Building
311 North 4th St, Suite 204, Yakima

YVCOG EXECUTIVE COMMITTEE MEMBERS:

- Jim Restucci, Chair, City of Sunnyside,
- John Hodkinson, Vice-Chair, City of Union Gap
- Janice Gonzales, Council Member, City of Zillah
- Brad Hill, Council Member, City of Yakima
- Mike Leita, Commissioner, Yakima County
- Bill Moore, Council Member, City of Grandview
- Dan Olson, Member-at-Large

- ❖ **CALL TO ORDER** – The March 19, 2018 meeting of the YVCOG Executive Committee will come to order at ___ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – February 21, 2018 pp 3-7
- ❖ **PUBLIC COMMENT POLICY** – It is the policy of the YVCOG Executive Committee to accept public comment on agenda items at the time the item is being discussed. Public comments regarding items not on the agenda will be heard at the end of the meeting

OLD BUSINESS

Larry Mattson, Executive Director

Homeless Program Emergency Fund Policy Revision

- Discuss; recommend tabling until advisory committee re-convened

NEW BUSINESS

- Executive Director's Correspondence pp. 8-10
Larry Mattson, Executive Director
 - NARC Legislative Priorities pp. 8-10
 - NARC Board
- Monthly Budget Report pp. 11-14
Chris Wickenhagen, Deputy Director
 - February 2018 Budget Report
Action: Approval
Motion: "I move to approve the February 2018 monthly budget report".
 - February 2018 Cash Flow Statement
Action: Information
- Approval of Vouchers
Chris Wickenhagen, Deputy Director
Action: Review, approval and authorization of signatures
- Revised YVCOG Procurement Policy pp. 15-17
Larry Mattson, Deputy Director
Action: Review and approve revised policy
Motion: "I move to approve the March 20, 2018 revision to the YVCOG Procurement Policy."
- Homeless Program Contract Modifications
Larry Mattson, Executive Director
 - HEN Amendment B from Department of Commerce pp. 18-19

- 2017-2018 YNHS HEN Mod 2 pp. 20-21
- Contract Modification - PSA CE 17-18 YNHS (Mod 1) pp. 22-24
Action: Approve and authorize Chair to sign
Motion: "I move to approve the chair to sign the contract modifications for HEN and Coordinated Entry Contracts through June 30, 2018."

6. Executive Committee – Consideration of Consent Agenda for Future Meetings p. 25
 Larry Mattson, Executive Director

- Consideration for approval Resolution 2018-1 to implement a consent agenda
Action: Approval to implement a consent agenda by resolution 2018-1

7. Amendment #2: 2017-2018 On-Call Transportation Model Assistance Contract p. 26
 Larry Mattson, Executive Director

- Action: Discussion and authorize chair to sign*
Motion: "I move to approve the chair to sign the contract modification for the On-Call Model Assistance Contract for 2017-2018."

8. Homeless Program – Advisory Committee Governance
 Larry Mattson, Executive Director
Action: Information

9. Program Updates
 Planning Program – Mike Shuttleworth, Planning Manager
Action: Information

Homeless Program – Crystal Testerman, Homeless Program Manager (Table Copy)
Action: Information

10. YVCOG March 2018 General Membership Meeting in Sunnyside at Snipes Mountain Brewery
 Larry Mattson, Executive Director

- Homeless Program: Recruiting for RFP Scoring Committee
- Speakers: Dr. Yami Cazorla-Lancaster, Kate Gottlieb
Topic: The Blue Zones Project
Action: Information.

OTHER BUSINESS

PUBLIC COMMENT

ADJOURN

YVCOG ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding YVCOG's Title VI Program, you may contact the Title VI Coordinator at 509.574.1550.

If you need special accommodations to participate in this meeting, please call us at 509.574.1550 by 10:00 a.m. three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 800.833.6388 and ask the operator to dial 509.574.1550.

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES
February 21, 2018

CALL TO ORDER

Chair James Restucci called the February 21, 2018 meeting of the YVCOG Executive Committee to order at 2:45 p.m.

ROLL CALL & INTRODUCTIONS

- Members present: James Restucci, John Hodkinson, Janice Gonzales and Brad Hill
- Members absent: Dan Olson*, Mike Leita* and Bill Moore*
- YVCOG staff present: Larry Mattson, Chris Wickenhagen, Mike Shuttleworth, Crystal Testerman and Jodi Smith
- Others present: Joan Davenport, Raquel Ferrell Crowley, Rhonda Hauff, Sara Watkins and Katelyn Bain

A quorum was present.

**Indicates notice of absence received prior to meeting.*

APPROVAL OF MINUTES

Mr. Hodkinson moved to approve the minutes from January 17, 2018. Ms. Gonzales seconded. The motion carried.

PUBLIC COMMENT POLICY

It is the policy of the Yakima Valley Executive Committee to accept public comment on agenda items at the time the item is being discussed. Public comments regarding items not on the agenda will be heard at the end of the meeting.

OLD BUSINESS

Healthy Cities, Healthy Valley

Mr. Mattson reported that YVCOG has applied for a rural design workshop grant. The grant will focus on improving the fiscal health of cities and the physical health of citizens. Granger has offered to host. WSU Cooperative Extension, Yakima County Development Association, the Yakima Health District along with and 5 additional organizations wrote letters of support. We should have the results in April.

NEW BUSINESS

Election of Chair & Vice Chair for Executive Committee

Mr. Restucci conducted the election of Chair and Vice Chair for the term of February 2018 to January 2020. Nominations: James Restucci was nominated to chair the Executive Committee by Mr. Hodkinson. The motion to elect James Restucci as chair passes. Vice chair: John Hodkinson was nominated to be vice chair by James Restucci. Motion passes.

Mr. Restucci thanked the Executive Committee for the opportunity to serve. This will be his 5th term as chair. He also represents our region on the national association of regional councils.

Homeless Program – Advisory Committee Governance

NOTE: Agenda Item #11 was moved up to accommodate a teleconference schedule.

Mr. Mattson contacted Glenn DeVries from the City of Wenatchee who is the Community Development Director for the City of Wenatchee.

Background: Mr. Mattson began a dialog with the City of Wenatchee on their model for the homeless program governance. The City of Wenatchee operates the Homeless Program for Chelan and Douglas Counties via an Interlocal Agreement. YVCOG also has an Interlocal Agreement for the Homeless Program with Yakima County. With the Homeless Program, we need greater clarity and understanding of our roles and the service providers' roles.

Last week the Yakima Valley Continuum of Care voted to join the Washington State Balance of Care. This change will allow YVCOG staff to focus on State and Local funding, and greater flexibility on how the Executive Committee receives

recommendations because we no longer must follow HUD guidelines. The next step is revising our advisory committee structure.

Our current practice of blending of service providers and strategic thinkers can lead to fiscal malpractice. Having agencies that receive State and Local funding participating in funding decisions is not appropriate. Other regions struggle with this responsibility too, which is why we are reaching out to Wenatchee.

Mr. DeVries: 10 years in the role of administering the homeless program, which includes Wenatchee and East Wenatchee.

Steering Committee:

- 2 cities, 2 counties and non-profits.
- Makes recommendations to the City of Wenatchee. Then the City Council makes a final decision based on those recommendations.
- Steering Committee does not include any sub-grantees or service providers.

Task Force:

- Representatives from all jurisdictions,
- All members of the Steering Committee
- Service Providers in the community.

The City of Wenatchee recently asked the jurisdictions about the level of satisfaction with this governance structure. Members indicated that they were very satisfied. Wenatchee is looking to formalize this with procedures, by-laws and amended interlocal agreements. They are looking at the possibility of adding members to the steering committee to perhaps include a former homeless person.

- Coordinated entry was started 3 years ago and has been very positive. Where there was a high degree of ownership and territory, entities are now more sharing and collaborative. Task Force is where everyone discusses resources.
- Question: Is Wenatchee Balance of State? Yes. City Council has the role of making final decisions on funding. Below that, the steering committee makes recommendations and evaluating of budgets and the need for services. Below that the task force is where everyone is a member and has input. We also have a coordinated entry group.
- Meetings: steering committee meets quarterly; task force meets every other month. Next meeting of Task Force is on February 27th. The Council/Governing Body appoints members to the steering committee. Steering Committee sets priorities for selecting grantees, working with staff to make sure targeted goals are set.
- Task Force is where collaboration and ideas are generated. Task Force is a valuable resource, e.g. Point-in-Time counts.
- There have been no issues of conflict between the two cities of Wenatchee and East Wenatchee.
- One of the major issues that Wenatchee is facing is funding for permanent housing to address homelessness. Currently, Wenatchee has the fifth highest per capita rate of homelessness in the State. Survey of housing needs and preferences helped inform their process, e.g. zoning policies and design planners. This took place as a part of the Planning process and Development Codes, Economic Development for Affordable housing in partnership with the Homeless Committees.
- Would like more regular participation from cities of Lake Chelan, Leavenworth, Entiat, etc.
- All members on Steering Committee are on Task Force. No subgrantees or providers are on Steering Committee due to the potential of a conflict of interest. There are other non-profits, but no subgrantees.
- The Police Chief is also on the Steering Committee and is looking at new ways to interact with the homeless.

Mr. Mattson reported on staff's recommendation on how to proceed. The Homeless Planning & Policy Council met last week and received 9 volunteers to serve on a Governance Committee. We have also been talking with Building Changes, an organization that is available to help us in setting our governance structure.

Ms. Davenport stated that she believes we should all sit down and talk first before bringing someone in.

Ms. Hauff stated that providers serving on HPPC have been invaluable in developing a system. It was Providers that called out the conflict of interest issues with the new RFP. Providers are a critical component in meeting the needs of the homeless and Providers' knowledge is invaluable in filling the gaps.

Mr. Hill stated that he believes it is a mistake and a conflict of interest to have a say in how money is allocated when you are a potential recipient.

Mr. Mattson stated that everyone means well, the struggle is finding the right role for each person. Others have struggled with the same issues and have found a model that has been successful. Ms. Hauff says that she thinks it is wrong to view service providers being unable to be strategic thinkers. We have lost a significant amount of affordable housing. Affordable Housing is the solution for homelessness.

Governance Committee will be convened before the next HPPC meeting to discuss these issues further.

Mr. Restucci cautioned Executive Committee members on the Appearance of Fairness Doctrine. Simply attending a meeting where the decisions are being forwarded to the governing body, e.g. the Executive Committee, can have an impact on the appearance of fairness.

*Review/Introduction of YVCOG Executive Committee Responsibilities**

Mr. Mattson gave a brief overview of duties and responsibilities, including Attendance Policy, Teleconferencing Option, Executive Committee Procedures, YVCOG Code of Conduct, Open Public Meetings and Records training, Board and Spouse information and Contact Information and Signatures Sheet

Executive Director's Correspondence

Collaborating with the Center for Sustainable Infrastructure from Evergreen College to host a workshop on the "Building Blocks for Successful Grants." Tuesday, April 17th, 3-hour workshop. Attendance limited to 20. Steve Gorcester will be presenting, former head of the Transportation Improvement Board.

*2017 Final Budget Report**

Ms. Wickenhagen presented information on the final budget report for 2017. The books are closed for the year. We ended the year with a revenue balance of \$169,270.44. Mr. Hodkinson moved to accept the 2017 final budget report. Ms. Gonzales seconded. Motion passes.

Monthly Budget Report

Ms. Wickenhagen reported on our monthly budget for January 2018. We had revenues of \$794,533.24. Vouchers of \$416,032.47 leaving a revenue balance of \$378,500.77. Most of our revenue is received in January for member assessments and federal matching funds. Cash bases: bottom line, our checking account balance is \$848,064.37. Ms. Gonzales moved to accept the January 2018 monthly budget report, and Mr. Hill seconded. Motion passes.

*Approval of Vouchers**

As of February 21, 2018, the motion to approve payroll vouchers numbered FEB-18-001 through FEB-18-006 in the amount of \$90,575.00 through electronic fund transfers; and Claim vouchers numbered FEB-18-007 through FEB-18-055 in the total amount of \$235,559.27 was made by Mr. Hodkinson. Seconded by Ms. Gonzales. Motion passes

*2018 A La Carte Contracts**

Mr. Mattson provided information on the 2018 A La Carte contracts with member jurisdictions. Motion to approve and authorize Chair to sign a la carte contracts when initiated by members was made by Mr. Hodkinson. Seconded by Ms. Gonzales. Motion passes.

Homeless Program Emergency Fund Policy Revision from Advisory Committee

Mr. Mattson presented information on the HPPC recommendation for a revised emergency fund policy. Ms. Hauff summarized changes that include non-matching of funds. Any organization or municipality could submit a proposal. Ms. Watkins also briefed that the replenishment of funds should be up to staff discretion. We will vote on the revised policy next month and give a staff recommendation at that time.

Homeless Program – Temporary Shelter Contract for 2nd Quarter

Mr. Mattson provided information. Motion to approve reducing funds from the 2017 Tiny Homes contract to allow for issuing a new contract \$160,000 for the Temporary Shelter for the Transform Yakima Together Englewood Avenue shelter for 90 days from April 1 to June 30, 2018 was made by Mr. Hodkinson and seconded by Brad Hill. The \$160,000 will be all 2163 funds. It will cost more than the funding they receive to run the shelter these 3 months. Due to Hearing Examiner decision and appeals, there are no other available resources. This is a one-time need. Motion passes.

Homeless Program – Contract Modifications for HEN reallocation

Mr. Mattson provided information on unspent funds that can be re-allocated to other agencies. The motion to approve reallocating \$90,000 of unspent HEN funds from Catholic Charities' CHG contract, to be split between YNHS and NCAC, adding \$45,000 per contract was made by Mr. Hill and seconded by Mr. Hodkinson. Ms. Gonzales abstained. Through rule of necessity, Ms. Gonzales votes in favor, and the motion passed.

*Program Updates**

Mr. Shuttleworth provided updates for Planning Program including working with Grandview on a rezone, new development standards in Granger along with quite a few additional projects including permit handouts and code updates. We are working on a short plat for the City of Mabton. The City Union Gap requested a rezone, Class 2 Permits and work on their Parks Plan.

Ms. Testerman gave information on the Homeless Program.

- Work on the next consolidated RFP that will run July 1 through June 30, 2019. Includes drafting the application and scoring matrix. We will open the application as soon as we can in March. April will be scoring and project selection by the subcommittee with no conflict of interests. In May, project selections will be taken to the HPPC, then to the Executive Committee for contract review and approval in June.
- Auditing process for CHG funds have begun. Our first subgrantee, NCAC, has been completed.
- Point in Time count was conducted on January 25, 2018. Our contractors, ACR consulting organized the count. It went very well. 300 sleeping bags were purchased through donations and given out to participants. Currently vetting and deduplicating the results. We expect results in April.
- 2017-2018 Winter Shelter Update: YNHS was awarded \$45,000 for hotel/motel vouchers, NCAC was awarded \$20,000 and Transform Yakima Together was awarded \$135,000 for day and overnight shelter. NCAC has spent \$12,128 through January 31st. YNHS has spent \$24,990, TYT has spent \$133,016.
- Homeless partnerships in Yakima County list has been compiled and is available

March 2018 YVCOG General Membership meeting in Sunnyside at location TBA

Mr. Mattson reported that Jeff Emmons of Yakima Valley Office of Emergency Management will present information on emergency procedures for elected, an update on the Rattlesnake Ridge land slide, as well as updating governing documents. Members of

the YVOEM Board must be someone who can make fiscal decisions.

Mr. Restucci will reach out to the Mayor to arrange for a location for the March meeting.

April Meeting Date: Changed from April 16, 2108 to Monday, April 23, 2018. Approved without objection.

OTHER BUSINESS

PUBLIC COMMENT

None.

ADJOURN

With no other business, Mr. Restucci adjourned the meeting at 4:04 p.m.

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

Date signed

ATTEST:

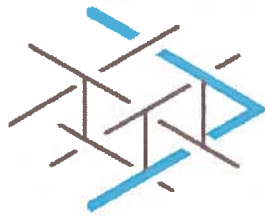
Jodi Smith, Office Specialist

P. 8

Larry Mattson

From: Neil Bomberg <neil=narc.org@mail239.atl101.mcdlv.net> on behalf of Neil Bomberg <neil@narc.org>
Sent: Tuesday, March 13, 2018 8:43 AM
To: Larry Mattson
Subject: Member Call: NARC's Policies and Priorities for 2018

[View this email in your browser](#)



NARC

Building Regional Communities

National Association of Regional Councils

Member Call:

NARC's Policies and Priorities for 2018

Date: March 14

Time: 3:30 - 4:30 PM ET

Call Details: Dial: (571) 317-3122 / Access code: 304-259-525

Contacts: Neil Bomberg (neil@narc.org) and Maci Morin (maci.morin@narc.org)

Members,

Please join NARC for a call to review our legislative priorities for 2018, explain how NARC staff are working toward achieving these objectives, and share best practices and tips for educating and influencing Congress.

NARC's 2018 Legislative Priorities:

Infrastructure Package

NARC urges the federal government to increase direct funding to expand and maintain the nation's infrastructure and provide incentives to attract private financing for the subset of projects that can be supported in this manner. The new infrastructure package should resolve the Highway Trust Fund's funding shortfall, fund regional planning organizations, support multimodal investments, provide flexibility in the projects it supports, and fund existing grant channels.

Broadband

NARC urges Congress to acknowledge that local governments are a key player creating and incentivizing broadband deployment, recognize local authority over rights of way and other public infrastructure assets, encourage public-private partnerships, establish new grant programs to fund broadband deployment, and increase funding for programs targeted at unserved and underserved communities.

Disaster Recovery

NARC urges Congress to immediately reauthorize the National Flood Insurance Program. In addition, Congress should solicit input and guidance from locally elected officials and regional councils on federal emergency preparedness and disaster recovery programs and initiatives. Congress should allocate emergency preparedness, response, and recovery funding directly to regions and localities that know the immediate needs of their communities best.

Farm Bill

NARC urges Congress to support sustained funding for all twelve titles of the Farm Bill to strengthen rural infrastructure (including broadband, water, and wastewater systems), protect our nation's food supply, increase access to healthy food, and promote environmental stewardship and conservation. Congress should reauthorize the USDA rural development programs that offer critical investments in our nation's most underserved communities, including the Strategic Economic and Community Program that promotes regional collaboration.

Protect Local Programs

NARC urges Congress to maintain support for federal programs such as the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Low Income Home Energy Assistance Program (LIHEAP), the Economic Development Administration, water infrastructure investment and maintenance, funding for senior programs, and the *Workforce Innovation and Opportunity Act (WIOA)* that ensure municipalities, counties, and regions meet the needs of their communities.

Funding for the 2020 Census

NARC urges Congress to increase Census funding by no less than \$300 million above the current funding level so that the Census Bureau can adequately prepare for the 2020 Decennial Census and support efforts to accurately count historically hard-to-reach populations.

Budget/Appropriations

NARC urges Congress to support parity between defense and non-defense discretionary spending for fiscal years 2018 and 2019.

Substance Abuse Crisis

NARC supports federal efforts to partner with local and state officials to help address the addiction and misuse of opioids, including prescription pain relievers, heroin, fentanyl, and other substances. NARC also urges Congress to provide emergency supplemental funding to local governments for medicine-assisted treatment programs, expanded drug abuse prevention and education efforts, naloxone, and drug take-back programs.

Brownfields

NARC urges Congress to reauthorize the *Brownfields Reauthorization Act of 2017* (HR 1758), which would increase cleanup grant amounts, create a multi-purpose grant, allow for administrative costs, and clarify liability issues for local governments. NARC also urges Congress to at least maintain level funding for fiscal years 2018 and 2019.

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YVCOG Executive Committee Meeting March 19, 2018
PRELIMINARY BUDGET REPORT
Feb-18

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:

	2017	2018
January	\$ 687,448.01	\$ 804,908.24
February	\$ 222,612.72	\$ 168,512.70
March	\$ 143,691.60	\$ -
April	\$ 360,562.37	\$ -
May	\$ 153,282.29	\$ -
June	\$ 219,035.19	\$ -
July	\$ 432,976.93	\$ -
August	\$ 162,880.55	\$ -
September	\$ 288,891.74	\$ -
October	\$ 227,803.38	\$ -
November	\$ 182,735.23	\$ -
December	\$ 497,649.16	\$ -

Total Revenue MTD (through February)	\$ 910,060.73	\$ 973,420.94
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Total Revenue YTD	\$ 3,579,569.17	\$ 973,420.94
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EXPENDITURES:

		2017	2018
Salaries	January	\$ 61,841.37	\$ 63,578.97
	February	\$ 63,175.58	\$ 64,026.97
	March	\$ 57,893.72	\$ -
	April	\$ 60,751.40	\$ -
	May	\$ 64,794.44	\$ -
	June	\$ 63,815.35	\$ -
	July	\$ 64,471.15	\$ -
	August	\$ 63,344.89	\$ -
	September	\$ 63,782.99	\$ -
	October	\$ 60,278.48	\$ -
	November	\$ 58,075.18	\$ -
	December	\$ 60,464.71	\$ -

Total Salaries MTD (through February)	\$ 125,016.95	\$ 127,605.94
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Total Salaries YTD	\$ 742,689.26	\$ 127,605.94
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		2017	2018
Vouchers	January	\$ 70,136.49	\$ 352,453.50
	February	\$ 318,813.00	\$ 261,837.78
	March	\$ 243,468.95	\$ -
	April	\$ 276,628.38	\$ -
	May	\$ 254,611.89	\$ -
	June	\$ 258,527.85	\$ -
	July	\$ 180,564.54	\$ -
	August	\$ 204,038.24	\$ -
	September	\$ 197,116.80	\$ -
	October	\$ 232,648.43	\$ -
	November	\$ 213,241.70	\$ -
	December	\$ 218,074.16	\$ -

Total Vouchers MTD (through February)	\$ 388,949.49	\$ 614,291.28
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Total Vouchers YTD	\$ 2,667,870.43	\$ 614,291.28
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TOTAL EXPENDITURES MTD (through February)	\$513,966.44	\$741,897.22
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TOTAL EXPENDITURES YTD	\$3,410,559.69	\$741,897.22
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Revenue Balance	\$169,009.48	\$231,523.72
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2018
Yakima Valley Conference of Governments
Revenue Budget

17%

Grants/Contracts	FEBRUARY	YTD Actual Revenue	2018 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
Beginning Fund Bal-Designated **			205,000.00 **		
Administration					
Admin-Gen'l Assessment	1,875.00	57,009.50	121,440.00	64,430.50	47%
Admin-Misc Revenue (copies, posters)	-	33.71	300.00	266.29	11%
Admin-Assoc Membership Fees	-		2,000.00	2,000.00	0%
Admin-Gen'l Ala Carte	-	2,500.00	140,000.00	137,500.00	2%
Other Income (Rebates)	-		200.00	200.00	0%
Community Services	-		6,000.00	6,000.00	0%
Sale of Scrap & Junk	-		400.00	400.00	0%
Total Administration	1,875.00	59,543.21	270,340.00	210,796.79	22%
Intergov-Local Match WSDOT	1,244.00	29,110.00	43,831.00	14,721.00	66%
Intergov -Local Transit			6,000.00	6,000.00	0%
Total Intergov-Local	1,244.00	29,110.00	49,831.00	20,721.00	0.66
CTR - Plans & Progr WSDOT	-	6,411.02	75,000.00	68,588.98	9%
CMAQ Grant	-	5,610.75	103,750.00	98,139.25	5%
Human Services Transp Plan	4,676.40	6,710.72	12,000.00	5,289.28	56%
FHWA-DOT-Metro Plan (PL)	-	33,547.62	350,000.00	316,452.38	10%
FTA-DOT-Metro Plan Grant	-		70,000.00	70,000.00	0%
RTPO-WSDOT	-	4,817.83	96,996.00	92,178.17	5%
Total TRANSPORTATION	4,676.40	57,097.94	707,746.00	650,648.06	0.84
Homeless Local Fees	-	494,450.00	900,000.00	405,550.00	55%
CHG State Grant	91,587.59	178,090.55	693,000.00	514,909.45	26%
TANF State Grant	435.24	926.19	55,000.00	54,073.81	2%
HEN State Grant	68,694.47	147,337.28	765,345.00	618,007.72	19%
HUD CoC Federal Grant	-		25,000.00	25,000.00	0%
Total HOMELESS	160,717.30	820,804.02	2,438,345.00	1,617,540.98	34%
Intergov-Scholarship			500.00	500.00	0%
Member TA's 2017	-	6,865.77			
Grandview					
Granger					
Harrah					
Mabton					
Moxee					
Naches					
Selah					
Sunnyside					
Tieton					
Toppenish					
Union Gap					
Wapato					
Zillah					
Intergov Serv-Exec Boards (TA Contr)	-	6,865.77	114,000.00	107,134.23	6%
Total Revenue	168,512.70	973,420.94	3,580,762	2,607,341.06	27%

2018
Yakima Valley Conference of Governments
EXPENDITURE Budget

17%

	January	YTD Actual	2018 Budget	Annual \$ Variance	YTD % Variance
Salaries					
Salaries and Wages	\$ 64,026.97	\$ 127,605.94	\$ 870,000	15%	\$ 742,394.06
Salaries-Overtime	\$ -	\$ -	\$ 8,000	0%	\$ 8,000.00
Total Salaries and Wages	\$ 64,026.97	\$ 127,605.94	\$ 878,000	15%	\$ 750,394.06
Personnel Benefits					
Benefits-Direct	\$ 22,638.57	\$ 45,095.88	\$ 310,000	15%	\$ 264,904.12
Total Benefits	\$ 22,638.57	\$ 45,095.88	\$ 310,000	15%	\$ 264,904.12
Supplies					
Office & Operating Supplies	\$ 1,146.88	\$ 2,036.37	\$ 32,000	6%	\$ 29,963.63
Small Tools and Minor Equip	\$ 823.38	\$ 3,407.17	\$ 12,000	28%	\$ 8,592.83
Computer Software	\$ -	\$ -	\$ 5,000	0%	\$ 5,000.00
Total Supplies	\$ 1,970.26	\$ 5,443.54	\$ 49,000	11%	\$ 43,556.46
Other Services-Charges					
Professional Services	\$ 3,809.03	\$ 9,826.63	\$ 88,000	11%	\$ 78,173.37
Prof Serv-Tech Services	\$ 1,217.04	\$ 2,434.08	\$ 16,000	15%	\$ 13,565.92
Community Services	\$ -	\$ -	\$ 500	0%	\$ 500.00
Communications-Telephone	\$ 1,175.01	\$ 2,349.95	\$ 11,000	21%	\$ 8,650.05
Communication-Postage	\$ 1.80	\$ 98.40	\$ 700	14%	\$ 601.60
Travel	\$ 3,088.34	\$ 3,981.14	\$ 64,000	6%	\$ 60,018.86
Advertising	\$ 114.40	\$ 1,537.49	\$ 15,000	10%	\$ 13,462.51
Operating Rentals and Leases	\$ 4,594.48	\$ 15,033.42	\$ 190,000	8%	\$ 174,966.58
Insurance	\$ -	\$ 9,667.00	\$ 9,000	107%	\$ (667.00)
Utility Services	\$ 12.47	\$ 24.94	\$ 275	9%	\$ 250.06
Repair and Maintenance	\$ 212.72	\$ 559.96	\$ 5,500	10%	\$ 4,940.04
Homeless Provider Contracts	\$ 221,237.36	\$ 501,406.41	\$ 1,885,000	27%	\$ 1,383,593.59
Misc. (registrations, dues, subscriptions)	\$ 1,766.30	\$ 16,832.44	\$ 58,587	29%	\$ 41,754.56
Total Services	\$ 237,228.95	\$ 563,751.86	\$ 2,343,562	24%	\$ 1,779,810.14
Debt Services-Interest					
Interest	\$ -	\$ -	\$ 200		\$ 200.00
	\$ -	\$ -	\$ 200		\$ 200.00
Total Expenditures	\$ 325,864.75	\$ 741,897.22	\$ 3,580,762	21%	\$ 2,838,864.78

2017- '18 Cash Flow Statement
Yakima Valley Conference of Governments
Preliminary

February 2018

(Cash Basis Accounting) For the Mo Ended:

	Feb-17	Mar-17	April	May	June	July	August	September	October	November	December	January	February
Beginning cash	\$859,959.51	\$700,327.72	\$542,595.89	\$565,778.48	\$399,430.22	\$295,981.75	\$483,918.19	\$377,180.92	\$405,172.87	\$339,034.96	\$250,453.31	\$469,563.60	\$848,064.37
Fed Hwy Admin-WSDOT STP		5,753.43											
CTR - Grant	6,043.36	6,620.06	6,656.40	7,335.23		6,096.74					31,968.38	6,411.02	
CMAQ Plans & Programs	7,966.72	5,895.22		5,351.73	13,191.85	8,257.48	8,392.42		2,699.65		10,076.32	5,610.75	
Human Sys Trasp Plan Grant	900.16	635.14	64.09	695.49	1,868.64		530.28					2,034.32	4,676.40
FHWA DOT-Metro Plan Grant	10,821.57		28,134.95			38,179.83		51,053.80		24,462.87	52,054.92	33,547.62	
FTA-DOT-Metro Plan Grant					26,344.85	28,918.88		4,735.94					
DOT-RTPO & RTPO Long Range	12,735.52		32,700.76		10,326.03	11,289.50		7,780.59		5,386.83	11,126.02	4,817.83	
Homeless 2163 Local Fees			144,600.00								203,842.00	494,450.00	
STATE FUNDS - Homeless Grant	93,946.08	88,308.85	107,115.37	100,663.53	126,336.37	152,420.46	127,925.00	178,957.54	107,168.47	121,501.50	159,675.55	165,636.72	160,717.30
HUD CoC Grant			1,720.44			2,500.00		12,325.64			9,948.09		
FEDERAL FUNDS - Homeless Grant		14,030.46		21,309.03	33,737.37	46,450.72		28,400.38	95,808.58		13,265.46		
Intergov-Ala Carte												2,500.00	
Technical Assistance Members	87,197.73	8,592.40	25,628.36	16,026.38	7,210.08	11,463.32	12,765.85	5,137.85	11,384.68	985.53	5,692.42	6,865.77	
Intergov-County/City Share-gen asse	1,784.00		10,742.00				10,742.00		10,742.00	19,115.50		55,134.50	1,875.00
Intergov-Local Match WSDOT	1,193.00	7,476.00								1,283.00		17,491.00	1,244.00
Intergov -Local FTA (Yakima Transit)										10,000.00			
YV Community Foundation Grant	24.58	380.04	2,700.00	900.90			25.00					33.71	
Misc Revenue-copies, posters			500.00	1,000.00									
Associate Membership Fees													
Scrap & Junk													
Non-revenue													
Expense Revenue Netted Back													
Total Receipts	\$222,612.72	\$143,691.60	\$360,562.37	\$153,282.29	\$219,035.19	\$432,976.93	\$160,380.55	\$288,891.74	\$227,803.38	\$182,735.23	\$497,649.16	\$794,533.24	\$168,512.70
Available Cash	\$1,082,572.23	\$844,019.32	\$903,158.26	\$719,060.77	\$618,465.41	\$728,958.68	\$644,298.74	\$666,072.66	\$632,976.25	\$521,770.19	\$748,102.47	\$1,264,096.84	\$1,016,577.07
Use of Funds													
Salaries	63,175.58	57,954.48	60,751.40	65,018.66	63,955.81	64,475.95	63,079.58	63,782.99	60,618.74	58,075.18	60,464.71	63,578.97	64,026.97
Personnel Benefits	20,098.16	19,206.34	20,530.29	21,445.43	21,183.04	22,986.05	21,979.28	21,784.20	20,507.04	20,474.70	21,699.30	22,457.31	22,638.57
Supplies	2,790.49	3,815.01	715.47	1,773.48	1,092.40	236.60	1,934.41	429.40	1,569.28	451.51	882.21	3,473.28	1,970.26
Other Services	296,180.28	220,447.60	255,382.62	231,392.98	236,252.41	157,339.89	180,124.55	174,903.20	211,246.23	192,315.49	195,492.65	326,522.91	237,228.95
Total Cash Out	382,244.51	301,423.43	337,379.78	319,630.55	322,483.66	245,040.49	267,117.82	260,899.79	293,941.29	271,316.88	278,538.87	416,032.47	325,864.75
Net Cash Flow	\$700,327.72	\$542,595.89	\$565,778.48	\$399,430.22	\$295,981.75	\$483,918.19	\$377,180.92	\$405,172.87	\$339,034.96	\$250,453.31	\$469,563.60	\$848,064.37	\$690,712.92

Yakima Valley Conference of Governments Procurement Policies & Procedures

This document establishes the guidelines by which goods and services will be procured for Yakima Valley Conference of Governments (YVCOG). It is YVCOG policy to ensure that (a) goods and services are procured at the best available price and value; (b) through sound business and ethical practices; and (c) that all transactions are completed in a manner that provides for open and free competition.

POLICIES

Responsibilities. The Executive Director (“Director”) shall have primary responsibility for purchasing activities of YVCOG, in accordance with board approved budget and policies. The purchasing responsibilities may be delegate as appropriate. The Director shall review and evaluate the procurement procedures to ensure the appropriate internal controls and will recommend changes as necessary.

Code of Ethics. No employee, officer or agent of YVCOG shall participate in selection, award or administration of a contract or authorization of a purchase if a conflict of interest, real or apparent, would be involved.

Open and Free Competition. To ensure open and free competition:

- Unreasonable requirements shall not be placed on firms and/or individuals in order for them to qualify to do business.
- Contract specifications or statements of work may not unduly restrict competition and must identify the requirements that proposing firms and/or individuals must fulfill and the factors to be used in evaluating bids or proposals.
- Splitting purchases or contracts to avoid competition is prohibited.

Eligibility of Bidders and Offerors. No person or entity that is currently debarred under the federal or state contracting or procurement laws is eligible to participate in a YVCOG procurement during the term of debarment. The Director or his/her designee shall verify and document the debarment status of each bidder or offeror prior to the award of any contract.

Protest Procedure. Unsuccessful bidders or offerors shall be afforded the opportunity of debriefing conferences provided they so request within three days of receipt of the written notification that their proposal or offer was not selected. Review will be informal and limited to issues or matters concerning the bidder or offeror’s proposal. Debriefings may be conducted in person or by telephone and may be limited to a specific period of time.

YVCOG will handle and resolve disputes relating to procurements and will disclose information regarding the protest to the awarding agency. A protester must exhaust all administrative remedies with YVCOG before pursuing a protest with the Federal granting agency. Reviews of protests by the Federal granting agency will be limited to:

- Violations of Federal law or regulations and standards of this section (violations of State or local law will be under the jurisdiction of State or local authorities) and
- Violations of YVCOG protest procedures for failure to review a complaint or protest. Protests received by the Federal granting agency other than those specified above will be referred to YVCOG.

PURCHASING CATEGORIES

A) General Purchases: This category includes supplies and purchased services.

B) Personal & Professional Services Contracting with CPG Funds: This category includes contracting for personal and/or professional services when using state or federal funding provided through the biennial Metropolitan/Regional Transportation Planning Agreement between YVCOG and WSDOT. Funds subject to this agreement are casually referred to as the Consolidated Planning Grant (CPG) funds. The agreement requires that purchasing procedures be undertaken within the more stringent requirements of the Federal Transit Administration (Circular 4220.1F).

C) Personal & Professional Services Contracting with non-CPG Funds: This category includes contracting for personal and/or professional services when using any source of local, state or federal funding not subject to the biennial Metropolitan/Regional Transportation Planning Agreement between YVCOG and WSDOT.

D) Intergovernmental Purchases: When it is either economically advantageous or external expertise required, the Director may consider the feasibility of using qualified public resources before using a private consultant. Pursuant to RCW 39.26.125, Intergovernmental agreements awarded to any governmental entity, whether federal, state or local, and any department, division or subdivision are exempt from the competitive solicitation requirements.

PROCEDURES

COMPETITIVE PROCUREMENT

A) General Purchases: Pursuant to RCW 39.04, bidding is not required when purchases of materials, supplies or equipment are made under State standard contracts.

B) Personal & Professional Services Contracting with (consolidated planning grant) CPG Funds:

- 1. \$5,000 or less – When utilizing CPG funds subject to:
 - a. Metropolitan/Regional Transportation Planning Program Agreement between YVCOG and WSDOT
 - b. Homeless Program Agreement between YVCOG and Commerce procurement will not require competition.

- 2. \$5,001 or more – Any contracted procurement over \$5,000 will go through the competition or sole source procedures detailed in the
 - a. WSDOT LAG manual for the Transportation Program
 - b. HUD guidelines of procurement for the Homeless Program

C) Personal & Professional Services Contracting with non-CPG Funds:

There is no state law requiring Personal & Professional Service contracts to be bid. Evidence of competition and sole source procurement will be documented in accordance with procedures as directed by granting agency.

- 1. \$5,000 or less –Procurement will not require formal competition.

2. \$5,001 or more – Any contracted procurement over \$5,000 will follow the competition or sole source procedures as directed by granting agency.

D) Intergovernmental Purchasing:

When it is either economically advantageous for the agency or external expertise is required, YVCOG will consider the feasibility of using qualified public resources before using a private consultant. Pursuant to RCW 39.26.125 Intergovernmental agreements awarded to any governmental entity, whether federal, state or local and any department, division, or subdivision are exempt from the competitive solicitation requirements.

DOCUMENTATION

All procurement activities subject to competitive solicitation procedures include a requirement for documented evidence of completion, as follows:

A) General Purchases:

- 1. \$5,000 or less: No competition or documentation required.
- 2. \$5,001 or more: At YVCOG Executive Director discretion, a verbal price or rate quote from at least three qualified sources may be required to be documented. If three price or rate quotes are not possible, document attempts made.

B) Personal & Professional Services Contracting with CPG Funds:

Evidence of competition and sole source procurement is documented in accordance with the procedures detailed in Chapter 31 of the WSDOT LAG manual and Chapter 14 of the HUD Procurement guidelines.

C) Personal & Professional Services Contracting with non-CPG Funds:

Evidence of competition and sole source procurement is documented in accordance with procedures as directed by granting agency.

D) Intergovernmental Purchasing:

Procurement from another public entity does not require competitive solicitation.

ADDITIONAL REQUIREMENTS

YVCOG staff will seek preapproval by the MPO/RTPO Policy Board and/or Executive Committee for all contracts and all contract amendments over \$10,000.

APPROVAL PROCESS

Purchases: The YVCOG Executive Director must give prior approval of all purchases and RFP/Qs before being issued. The YVCOG Executive Director has primary responsibility of all purchases and the applicable procurement requirements governing specific funds associated with all local, state and federal funds. The Executive Committee has primary fiduciary responsibility to approve purchases via the budget.

QUESTIONS

All questions should be directed to YVCOG Executive Director

<u>Last Updated</u>	<u>Approved</u>
March 2017	5/19/2014
March 2018	3/20/2017

Amendment

**Grant Number: 17-46108-37
Amendment: B**

**Washington State Department of Commerce
Community Services and Housing Division
Housing Assistance Unit
Consolidated Homeless Grant (CHG)**

1. Grantee Yakima Valley Confer of Govts 311 N 4TH ST STE 204 YAKIMA, WA 98901		2. Grantee Doing Business As (optional) N/A	
3. Grantee Representative (only if updated) Crystal Testerman (509) 574-1550 crystal.testerman@yvcog.org		4. COMMERCE Representative (only if updated) Julie Montgomery Grant Manager (360) 725-2963 Julie.montgomery@commerce.wa.gov	
5. Original Contract Amount (and any previous amendments) \$ \$3,018,569.00	6. Amendment Amount <u>\$ 180,000.00</u>	7. New Grant Amount \$ 3,198,569.00	
8. Amendment Funding Source Federal: State: X Other: N/A:		9. Amendment Start Date March 1, 2018	10. Amendment End Date June 30, 2019
11. Federal Funds (as applicable): <u>N/A</u>	Federal Agency: <u>N/A</u>	CFDA Number: <u>N/A</u>	
12. Amendment Purpose: The amendment adds additional Housing and Essential Needs (HEN) SFY 18 funds to be spent by June 30, ²⁰¹⁸ 2108 . Unsheltered households must be prioritized.			

COMMERCE, defined as the Department of Commerce, and the Grantee acknowledge and accept the terms of this Grant As Amended and attachments and have executed this Grant Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Grant As Amended are governed by this Grant Amendment and the following other documents incorporated by reference: Grant Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget, and Attachment "C" – Guidelines for the Consolidated Homeless Grant (as they may be revised from time to time). A copy of this Grant Amendment shall be attached to and made a part of the original Grant between COMMERCE and the Grantee. Any reference in the original Grant to the "Grant" shall mean the "Grant As Amended".

FOR Grantee _____ Signature _____ Print Name and Title _____ Date	FOR COMMERCE _____ Diane Klontz, Assistant Director Community Services and Housing Division _____ Date APPROVED AS TO FORM ONLY _____ Sandra Adix Assistant Attorney General _____ 3/20/2014 Date
--	---

Amendment


This Grant is amended as follows:

Attachment B Budget

Budget Categories	Original	Amendment B	New Total
CHG Base			
Admin	\$223,106.00	\$0.00	\$223,106.00
Fac Support: For-Profit Lease	\$0.00	\$0.00	\$0.00
Fac Support: Other Lease and Fac Costs	\$0.00	\$0.00	\$0.00
Rent: For-Profit Rent	\$542,888.00	\$0.00	\$542,888.00
Rent: Other Rent and Housing Costs	\$0.00	\$0.00	\$0.00
Operations	\$614,175.00	\$0.00	\$614,175.00
TANF			
TANF: For-Profit Rent	\$12,200.00	\$0.00	\$12,200.00
TANF: Other Rent and Housing Costs	\$73,124.00	\$0.00	\$73,124.00
TANF: Operations	\$24,000.00	\$0.00	\$24,000.00
HEN SFY 2018 (July 2017-June 2018)			
HEN: Admin 2018	\$53,480.00	\$0.00	\$53,480.00
HEN: Rent and Housing Costs 2018	\$459,679.00	\$180,000.00	\$639,679.00
HEN: Operations 2018	\$251,379.00	\$0.00	\$251,379.00
HEN SFY 2019 (July 2018-June 2019)			
HEN: Admin 2019	\$53,480.00	\$0.00	\$53,480.00
HEN: Rent and Housing Costs 2019	\$459,679.00	\$0.00	\$459,679.00
HEN: Operations 2019	\$251,379.00	\$0.00	\$251,379.00
Total			
Total	\$3,018,569.00	\$180,000.00	\$ 3,198,569.00

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.

**CONSOLIDATED HOMELESS GRANT PROGRAM CONTRACT
FACE SHEET**

CONTRACTOR IS A <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> VENDOR		CONTRACT NUMBER: 2017-18 CHG YNHS Mod 2	
1. NAME/ADDRESS: Anita Monoian, President & CEO Yakima Neighborhood Health Services PO BOX 2605 Yakima, WA 98907	2. ORIGINAL CONTRACT AMOUNT: \$414,000.00	5. PREVIOUS CONTRACT AMOUNT: \$459,000.00	
	3. CASH MATCH REQUIREMENT: \$0.00	6. MODIFICATION AMOUNT: \$180,000.00	
	4. TOTAL CONTRACT AMOUNT: \$414,000.00	7. NEW TOTAL CONTRACT AMOUNT: \$639,000.00	
8. CONTACT INFO: Rhonda Hauff, Deputy CEO Yakima Neighborhood Health Services PO BOX 2605 Yakima, WA 98907	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman, Program Mgr 311 N 4th Street, Suite 204 Yakima WA 98901 509-759-7987 crystal.testerman@yvcog.org	10. YVCOG FISCAL CONTACT INFO: Christina Wickenhagen 311 N 4th St, Suite 204 Yakima WA 98901 509-759-7986 chris.wickenhagen@yvcog.org	
11. CONTRACT START DATE: July 1, 2017		12. CONTRACT END DATE: June 30, 2018	
13. FUNDING AUTHORITY: Washington State Dept of Commerce Consolidated Homeless Grant (CHG)			
14. STATE AND FEDERAL "BARS" CODE: N/A		15. CFDA NUMBER(S): N/A	
16. PURPOSE: This contract provides resources to address the needs of people who are homeless or at-risk of homelessness, as described in the YVCOG Local Homeless Plan in the county of Yakima where Grantee will provide services. CHG funds and supports a variety of activities, including: operation of facility-based support, rental assistance, data collection and reporting.			
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): Exhibit A – Special Terms and Conditions Exhibit B – Scope of Work Exhibit C - Budget			
This Contract contains all the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.			
YAKIMA NEIGHBORHOOD HEALTH SRVS YNHS		YAKIMA VALLEY CONFERENCE OF GOVERNMENT	
 _____ Anita Monoian, President & CEO		_____ James A Restucci, Chairman	
_____ Date		_____ Lauris C Mattson, Executive Director	
_____ Date		_____ Date	
Attest: _____ Jessica Hansen, Office & Comm. Specialist		Approved as to form: _____ YVCOG Attorney WSBA#	

BUDGET (7/1/2017 - 6/30/2018)

YAKIMA NEIGHBORHOOD HEALTH SERVICES (YNHS)

<i>CHG - HEN</i>				
Project	Admin	Rent and Housing Costs	Operations	HEN Total
YNH HEN	\$15,575.00	\$519,925.00	\$103,500.00	\$639,000.00

TOTAL CONTRACT AMOUNT: \$639,000.00

Modified 3/8/18

P.22

CONSOLIDATED HOMELESS GRANT PROGRAM CONTRACT FACE SHEET

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: PSA CE 17-18 YNHS (Mod 1)	
1. NAME/ADDRESS: Anita Monoian, President & CEO Yakima Neighborhood Health Services 12 South 8th Street Yakima WA 98901	2. ORIGINAL CONTRACT AMOUNT: \$ 20,820	5. PREVIOUS CONTRACT AMOUNT: \$ 0.00	
	3. CASH MATCH REQUIREMENT: \$ 0.00	6. MODIFICATION AMOUNT: \$ 12,000	
	4. TOTAL CONTRACT AMOUNT: \$ 20,820	7. NEW TOTAL CONTRACT AMOUNT: \$ 32,820	
8. CONTACT INFO: Rhonda Hauff, COO, Deputy CEO 509-574-5552 Rhonda.hauff@ynhs.org	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman, Program Manager 311 N 4th Street, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvcog.org	10. YVCOG FISCAL CONTACT INFO: Christina Wickenhagen, Deputy Director 311 N 4th St, Suite 204 Yakima WA 98901 509-759-7986 chris.wickenhagen@yvcog.org	
11. CONTRACT START DATE: July 1, 2017		12. CONTRACT END DATE: June 30, 2018	
13. FUNDING AUTHORITY: 2163 Local Filing Fees – Homeless Program			
14. STATE AND FEDERAL "BARS" CODE: n/a		15. CFDA NUMBER(S): n/a	
16. PURPOSE: Contractor shall perform professional services as defined by the Statement of Work incorporated herein			
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): EXHIBIT A – N/A EXHIBIT B – Scope of Work EXHIBIT C - Budget			
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.			
YAKIMA NEIGHBORHOOD HEALTH SERVICES		YAKIMA VALLEY CONFERENCE OF GOVERNMENT	
_____ Anita Monoian, President & CEO		_____ James A Restucci, Chairman	
_____ Date		_____ Lauris C Mattson, Executive Director	
Attest:		Approved as to form:	
_____ Crystal Testerman, Program Manager		_____ YVCOG Attorney WSBA#	

EXHIBIT C

COORDINATED ENTRY INTAKE & ASSESSMENT (Mod 1 Budget)
Yakima Neighborhood Health Services

BUDGET
(2017 - 2018)

Description	Amount
The purpose of this contract is for salaries and admin costs for staff performing the client assessment.	
Contractor shall perform professional services for a coordinated entry assessment for all program entries at participating agencies, except for domestic violence and other victim service providers.	
Staff Salary/Benefits (Direct cost)	\$ 31,835.00
Admin (Indirect cost)	\$ 985.00
See Scope of Work for a more detailed description of duties.	
TOTAL CONTRACT AMOUNT** \$32,820.00	

** Under "General Terms and Conditions," documentation of items in sections 11. and 18. must accompany the first invoice before payment will be made.

Invoicing Provisions:

- A. Monthly invoices and documentation must be submitted in both the following two ways:
 - Electronically: Submitted electronic invoices must be provided concurrently to the program manager and to your fiscal contact. Electronic invoices must be submitted no later than the 8th of the month. If the 8th falls on a Saturday or Sunday, invoices must be received by close of business the following Monday.
 - Original invoice via delivery: A signed original hard copy of the invoice must be submitted to Yakima Valley Conference of Governments. The signed original invoice must be received no later than the 10th of the month to be paid on the next scheduled payable date at the following address:

Yakima Valley Conference of Governments
311 N 4th Street, Suite 204
Yakima, WA 98901

- B. Under "General Terms and Conditions," documentation of Insurance as reflected section 16. Must accompany the first invoice before payment will be made.

EXHIBIT C (page 2)

- C. All late invoices will not be paid until the following month; the decision to approve or deny payment of claims for services submitted more than 45 days after the end of the end of the invoice period shall rest solely with the Executive Director; the Director's decision shall be final and not capable of right to appeal.
- D. The Contractor is responsible for ensuring submitted cost documentation is clearly associated with the allowable costs of the contract. Invoices not meeting this requirement will be returned for correction (All submission deadlines still apply to invoices in need of correction).
- E. Submitted costs ineligible for reimbursement or not properly supported will be deducted from the Contractor's reimbursement. Contractor will be provided a summary of deductions and may opt to submit a supplemental invoice providing additional documentation before the next month's invoicing deadline for these costs only. Should a contractor opt not to re-invoice, these costs will be considered void as of the close of the next invoicing period.
- F. Each invoice submitted must reconcile with client input into the Coordinated Entry system and in HMIS.
- G. All program or billing related questions must be submitted to the program manager directly at Yakima Valley Conference of Governments.

RESOLUTION NO. 2018-1

A RESOLUTION REGARDING CONSENT AGENDA FOR EXECUTIVE COMMITTEE MEETINGS RELATED TO ROUTINE BUSINESS FOR YVCOG EXECUTIVE COMMITTEE GOVERNING BOARD MEMBERS

WHEREAS, the Executive Committee of the Yakima Valley Conference of Governments (YVCOG) recognizes that there is a requirement to approve routine YVCOG business during Executive Committee meetings; and

WHEREAS, it has been the past practice of YVCOG Executive Committee to approve each routine YVCOG business as individual line items on a monthly agenda; and

WHEREAS, the consent agenda is a tool used to streamline board meeting procedures by collecting and grouping routine, noncontroversial topics into a single agenda item that can be discussed and approve with a single motion and vote; and

WHEREAS, the items to be placed on each consent agenda are selected by the YVCOG Executive Director; and,

WHEREAS, any Executive Member can have an item removed from the consent agenda for separate consideration. In addition, YVCOG may allow any person attending the regular executive meeting to request that an item be removed from the consent agenda, read completely, and voted on independently; and,

WHEREAS, the Executive Committee is committed to ensuring effective meetings of the YVCOG Executive Committee by adoption of the Resolution 2018-1 regarding a consent agenda procedure for YVCOG Executive Committee meetings;

NOW, THEREFORE, BE IT RESOLVED, the Executive Committee believes it to be in the best interest of the Conference, YVCOG Executive Committee Members, to adopt the use of a consent agenda each month, and

BE IT FURTHER RESOLVED that the YVCOG Executive Committee directs the YVCOG Executive Director to implement the terms of this resolution, effective April 2018.

ADOPTED by the Yakima Valley Conference of Governments Executive Committee, dated this 19th day of March, 2018.

James A. Restucci, Chair
Yakima Valley Conference of Governments

ATTEST:

Lauris C Mattson
Executive Director

CONTRACT AGREEMENT
Yakima Valley Conference of Governments – 2017-2018 On-Call Model Assistance
AMENDMENT #2

THIS AMENDMENT, to the Contract Agreement between **Yakima Valley Conference of Governments (YVCOG)**, acting herein by James A. Restucci, Chair, hereunto duly authorized, and **Eco Resource Management Systems Inc. (eRMSi)**, for 2017-2018 On-Call Model Assistance, a Washington Corporation, acting herein by Robert Shull, President, hereunto duly authorized;

WITNESSETH THAT;

WHEREAS, on January 1, 2017, YVCOG contracted with eRMSI for certain professional modeling services; and,

WHEREAS, it is necessary to amend certain sections of the contract;

NOW, THEREFORE, the parties do mutually agree to modify the contract to provide the following:

Compensation and Method of Payment:

The amount of the original contract for the 2018 segment will be increased by an additional \$15,000.00, bringing the total amount of the original contract to \$65,000.00.

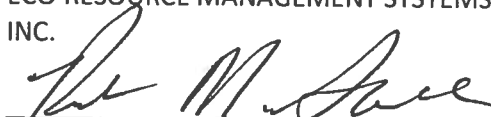
All other provisions of said contract shall remain unchanged.

DATED this 9th day of March, 2018.

YAKIMA VALLEY CONFERENCE OF
GOVERNMENTS

ECO RESOURCE MANAGEMENT SYSTEMS
INC.

JAMES A. RESTUCCI, Chair



ATTEST: _____
Secretary

ATTEST: Sharon E. Shull

As of March 19, 2018, I move to approve

Payroll vouchers numbered MAR-18-001 through MAR-18-006 in the amount of \$91,235.00, through electronic fund transfers; and

Claim vouchers numbered MAR-18-007 through MAR-18-053 in the total amount of \$255,185.02.

Yakima Valley Transportation Policy Board & YVCOG Executive Committee Meetings
March 19, 2018
311 N. 4th St., Library Conference Room
Yakima, WA

PLEASE SIGN IN

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Agency	<input checked="" type="checkbox"/> Phone/email
Bill Moon	City of Grandview	509 830 6233 billandvachy@charter.net
Alan Adolf	YVCOG	
Lowell Krueger	YHA	
Janice Gonzalez		
DAN OLSON		
Todd Trepanier	WSDOT	509 577 1620
Mike Struckmeyer	YUCOG	
Sara Watkins	Yakima	
MADLYN CARLSON	PFP	
Mike Laita	Y.C.	✓
BRAD HILL	City of Yakima	509 571 3174 brad.hill@yakima.gov
Crystal Testerman		
Chris Wickenhagen		
John Helms	U.G.	
Larry Mattson	YVCOG	
John Smith	YVCOG	

RFP Timeline

The following schedule has been developed for the review of project applications and decisions on project funding.

March 14, 2018	RFP advertised in newspaper and at www.yvcog.org .
March 15, 2018	RFP Open - applications available at 3:00 pm at: https://zoomgrants.com/gprop.asp?donorid=2257
March 22, 2018	Applicant Workshop 9 am – 11 am: YVCOG Conference Room 311 N. 4 th Street
March 29, 2018	Technical assistance deadline Responses to questions published at www.yvcog.org
April 9, 2018	RFP applications DUE – Deadline is 11:59 pm
April 10 – May 1, 2018	Application review process <i>Applicants may be contacted for additional information.</i>
May 4, 2018	Applicants notified of conditional awards
May 10, 2018	Appeal Deadline
May 21, 2018	YVCOG Executive Committee approves awards
July 1, 2018	Contract start date